

# Instructions for Completing Recycling Facility Annual Report Form

The Division of Waste Management and Radiation Control is not currently able to accept e-mailed form submissions. The attached form must be printed, signed as required by Utah Administrative Code R315-310-2(4), and mailed to the Division. Annual reports must be received by the Division on or before March 2, 2020 and should contain data for the calendar year 2019.

Complete all applicable sections of the form and save it. When printing, please print only the form pages. The instruction page should not be printed and mailed.

Completed forms should be mailed to:

**Ty L. Howard, Director**  
**Division of Waste Management and Radiation Control**  
**P.O. Box 144880**  
**Salt Lake City, Utah 84114-4880**

Additional copies for the form can be obtained on the Division web page at  
<https://deq.utah.gov/waste-management-and-radiation-control/forms-division-of-waste-management-and-radiation-control>

or at

<https://documents.deq.utah.gov/waste-management-and-radiation-control/solid-waste/DSHW-2017-005937.pdf>

# RECYCLING FACILITY ANNUAL REPORT

For Calendar year 2019

## Administrative Information (Please enter all the information requested below - type or print legibly)

Facility Name: \_\_\_\_\_  
Facility Mailing Address: \_\_\_\_\_  
(Number & Street, Box and/or Route)  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_

### Owner

Name: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
(Number & Street, Box and/or Route)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact's Mailing Address: \_\_\_\_\_  
Phone No.: (\_\_\_\_) \_\_\_\_\_ Contact's Email Address: \_\_\_\_\_

### Operator (Complete this section only if the operator is not an employee of the Owner shown above)

Name: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
(Number & Street, Box and/or Route)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact's Mailing Address: \_\_\_\_\_  
Phone No.: (\_\_\_\_) \_\_\_\_\_ Contact's Email Address: \_\_\_\_\_

## Facility Status

Currently in Operation

Closed - Date: \_\_\_\_\_

(The "Closed - Date" is the date that all material was removed from the site)

Has facility operated according to approved plan of operation

Yes

No

If no please contact the solid waste section at 801-536-0200

## Annual Material Received

### **Beginning Inventory**

Material on site at beginning of reporting period: \_\_\_\_\_ Tons Yards

### **Paper**

Paper (All Mixed) Material received in reporting period: \_\_\_\_\_ Tons Yards

White Office Paper (high grade – not included above): \_\_\_\_\_ Tons Yards

Mixed Paper (newsprint, etc. – not included above): \_\_\_\_\_ Tons Yards

Phonebooks (not included above) received: \_\_\_\_\_ Tons Yards

Cardboard (& Paperboard) received in reporting period: \_\_\_\_\_ Tons Yards

Paperboard (not included above) received: \_\_\_\_\_ Tons Yards

Cardboard (not included above) received: \_\_\_\_\_ Tons Yards

**Total Paper Material** received in reporting period: \_\_\_\_\_ Tons Yards

(Summarize all paper categories above)

### **Plastics**

#1 & #2 Mixed Plastic Material received : \_\_\_\_\_ Tons Yards

PET#1 Material received (not included above): \_\_\_\_\_ Tons Yards

HDPE #2 – Mixed Material received (not included above): \_\_\_\_\_ Tons Yards

HDPE #2 Natural (not included in HDPE Mixed above) received: \_\_\_\_\_

Tons Yards

HDPE #2 Colored (not included in HDPE Mixed above) received: \_\_\_\_\_

Tons Yards

All Others #3 through #7 received: \_\_\_\_\_ Tons Yards

**Total Plastics Material** received in reporting period: \_\_\_\_\_ Tons Yards

(Summarize all plastics categories above)

### **Glass**

Mixed Glass Material received in reporting period: \_\_\_\_\_ Tons Yards

Amber Glass Material received (not included above): \_\_\_\_\_ Tons Yards

**Total Glass Material** received in reporting period: \_\_\_\_\_ Tons Yards

(Summarize all glass categories above)

### **Metals**

Residential Aluminum Cans received in reporting period: \_\_\_\_\_ Tons Yards

Residential Steel/Tin Cans (food containers) received: \_\_\_\_\_ Tons Yards

White Goods received in reporting period: \_\_\_\_\_ Tons Yards

Auto Scrap/Shred Material received in reporting period: \_\_\_\_\_ Tons Yards

Industrial Non-Ferrous Material received: \_\_\_\_\_ Tons Yards

Industrial Ferrous Material received in reporting period: \_\_\_\_\_ Tons Yards

Other Industrial Steel received in reporting period: \_\_\_\_\_ Tons Yards

**Total Metals Material** received in reporting period: \_\_\_\_\_ Tons Yards

(Summarize all metals categories above)

**Electronics**

Mixed Electronics Material received in reporting period: \_\_\_\_\_ Tons Yards  
Monitors and TVs received (not included above): \_\_\_\_\_ Tons Yards

**Total Electronics Material** received in reporting period: \_\_\_\_\_ Tons Yards

**Textiles**

Carpet received in reporting period: \_\_\_\_\_ Tons Yards  
Other Textiles (clothing, etc. not included above) received: \_\_\_\_\_ Tons Yards

**Total Textiles Material** received in reporting period: \_\_\_\_\_ Tons Yards  
(Summarize all textiles categories above)

**Carpet Padding**

Total Carpet Padding Material received in reporting period: \_\_\_\_\_ Tons Yards

**Other**

Total Other Material received in reporting period: \_\_\_\_\_ Tons Yards

**Total Material Received**

Total Material received in reporting period: \_\_\_\_\_ Tons Yards  
(Summarize total amounts of paper, plastics, glass, etc. received above)

**Total Material Recycled**

Material removed for Recycling during period: \_\_\_\_\_ Tons Yards  
Please list destination facilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Waste Disposed**

Waste disposed during period: \_\_\_\_\_ Tons Yards

**Ending Inventory**

Material on site at end of reporting period: \_\_\_\_\_ Tons Yards

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature should be by an executive officer, general partner, proprietor, elected official, or a duly authorized representative. A duly authorized representative must meet the requirements of the solid waste rules (UAC R315-310-2(4)(d)).

Print name: \_\_\_\_\_ Title: \_\_\_\_\_